



Judiciary Human Resources Department
580 Taylor Avenue, Bldg. A-1
Annapolis, MD 21401

Law Clerk Information

Listed below is general information for law clerks as a State of Maryland Judiciary employee.

- 1) Clerkship: A law clerk will be hired to serve at the pleasure of the Judge.
- 2) The benefits available for regular status law clerks are:
 - a) Fully subsidized State health insurance benefits
 - b) Eligible to participate in supplemental retirement plans (401K and/or 457 Deferred)
 - c) Within a 12-month period, a law clerk may receive leave (time off), at the discretion of the Judge.
- 3) The employment conditions for law clerks are:
 - a) They are not initially eligible to enroll in the State pension system, as they are considered, for Maryland State Retirement and Pension System (MSRPS) purposes, "temporary" employees. Law clerks employed for more than two years may be required to enroll and contribute to the MSRPS.
 - b) They do not accumulate or earn leave (annual, sick, personal, compensatory).
 - c) State holidays are paid, non-work days, "if the judge's workload so permits."
 - d) No outside employment, public or private, during the appointment term (including during "c" above). If he/she wishes to accept outside employment, he/she must resign from the Judiciary.
 - e) Law clerks considering participation in political activity must contact the Maryland State Ethics Commission for guidelines.
 - f) All other employment conditions not specified are at the discretion of the judge.

- 4) Law clerk salaries for the July 1, 2008 – June 30, 2009 term are:

Appellate	1 st Year Clerkship	\$44,620
	2 nd Year Clerkship	\$46,100
Circuit Court	Non-MD Bar Member	\$37,440
	MD Bar Member	\$42,930

Circuit Court law clerk salaries may be raised to the higher level once they are sworn in as members of the Maryland Bar. In order to request the higher rate, please submit Maryland Bar certificate (not bar examination results) documentation directly to Judiciary Human Resources, Office of Employment Services, 580 Taylor Avenue, Bldg A-1, Annapolis, MD 21401. Once you are sworn in you may stop by the HR department and we will make a copy of your certificate.

- 5) Prior to, or during a payroll and benefits session conducted in Annapolis by the Judiciary Human Resources Department, law clerks will be required to provide information as needed to place them on payroll.
- 6) Health insurance benefits will become effective the first date the premiums are deducted from the employee's Judiciary paycheck. It normally takes approximately two to three pay periods for these deductions to appear.
- 7) In order to place the law clerk on the Judiciary payroll, please submit the Law Clerk Payroll form, Judiciary Employment Application, Authorization For Access to Records form, and Maryland Bar documentation (if applicable) to your judge's secretary. The secretary will forward the forms to Judiciary Human Resources Department for processing at least four weeks prior to the hire date, or as early as possible. This process typically takes three to four weeks. **We cannot place an employee on the Judiciary payroll without the required paperwork.**

If you have any questions, please do not hesitate to contact Scott Orr at 410-260-1420 or 410-260-1280.